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MINUTES OF DEPUTY DIRECTOR (SUPPORT)

STAFF MEETING

23 January 1957

1. Colonel White announced that Mr. Houston had successfully concluded the very complex negotiations regarding Project [REDACTED] and effected a satisfactory close out of that project on our books.

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2. The Director has asked for a presentation to justify our personnel strength to a Congressional Committee. The presentation should take about thirty minutes to give orally. It is requested that each Office and Staff Head submit to the Deputy Director (Support) by Monday, 28 January, a justification for the people required for the operation of their respective offices. This will not extend to all of the employees bearing the office career service designation who are assigned to other elements of the Agency. There is no limit to the length of the Office and Staff presentations, but they should be covered with a one-page brief summary. These submissions will be reviewed and reduced and will constitute the basis for a consolidated Support presentation.

3. When employees are excused early because of bad weather, a skeleton force should be maintained. The excusing of personnel does not imply that the office is closed, and necessary work must go on as usual.

4. There has been a great improvement in the preparation of correspondence to Congressional Committees, other Government agencies and outside organizations, but there is still room for greater improvement. Each Office Head should make sure that the secretaries are familiar with the proper format, including margins, spacing, salutations, complimentary closings, addresses, and the distribution of copies. Before being forwarded to the Deputy Director (Support) they should be reviewed carefully to see that they are neat and that spelling is correct. Replies to inquiries received from outside the Agency should be prepared as promptly as possible.

5. Colonel White announced that there will be a War Planners' Conference from 28 January through 8 February in Room 1037 "K" Building.

[REDACTED] who is now in town, will be invited to the next Luncheon Meeting, and [REDACTED] will arrange for [REDACTED] to attend the DD/S Weekly Staff Meeting following the Luncheon Meeting.

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7. Mr. Baird presented a brief talk on the JOT Program as a dry run for a subsequent presentation at one of the Deputies Meetings. He explained how the program started in 1951, and summarized the methods for implementation, selection, training and placement of JOTs. Colonel White requested that his presentation for the Deputies Meeting contain a statistical analysis of the number of personnel processed through the JOT Program since its inception.

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8. [REDACTED] talk on the Headquarters emergency communications system, planned for this meeting, was deferred to a subsequent meeting.

9. The meeting adjourned at 1205 hours.

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